

CHURCH SANCTUARY AND ANNEX USE POLICY

The Church Board feels that the Church is an asset for the ministry of God and that it should be used to expand the ministry and welcome people to the Church. At the discretion of the Church Board and for a suggested donation, the Church is happy to make this resource available whenever it is not reserved for a Church function or in use as an emergency shelter for the Town. The donation is intended to offset the cost of building operations (utilities, cleaning, etc.) "for the specific event" only. These guidelines are to give a common understanding as to the use of the Church. The Church Board reserves the right to use their discretion to waive any or all donation requirements. **So that users are kept up to date with changes and terms of this policy, any group requesting long-term regular use may be required to sign this document on an annual basis.**

1. NOT FOR PROFIT: Not-for-profit community organizations (seniors, Boy/Girl Scouts, community movie nights, etc.), as well as active Church members and residents of Huntington may use the Annex subject to scheduling representative approval. **Please see the pricing structure on page 3.**

2. FOR PROFIT USE: All requests to use Church Sanctuary/Annex on a "for profit" basis are to be approved in advance and in writing by the scheduling representative. **Please see the pricing structure on page 3.**

3. SCHEDULING: Previously scheduled Church activities shall have priority over all other uses. **To reserve the sanctuary/annex please complete the Reservation Form below or contact Kathy Sargeant at sargeantkathy@gmail.com or at 802-770-0349**

4. MISUSE OF THE FACILITIES: Could cause further use to be restricted. Any damage to the Church grounds, building, or building contents will be expected to be repaired, replaced, or restored by those hosting the event when the damage occurred.

5. HOUSEKEEPING: The building and grounds will be left in its original appearance and condition, with chairs and tables wiped off and returned to their original locations. Items should not be removed from the building, including but not limited to: chairs, tables, utensils, coffee pots, supplies, etc. **ALL TRASH/GARBAGE/COMPOST AND ALL RECYCLABLE ITEMS ARE TO BE REMOVED AND DISPOSED OF BY THE USER. UNUSED/LEFTOVER FOOD SHOULD NOT BE LEFT IN THE REFRIGERATOR.**

6. ACCESS TO THE BASEMENT IS NOT ALLOWED WITHOUT PRIOR APPROVAL.

7. HANDICAPPED ACCESS: The sanctuary may be used for handicapped access to the building as necessary.

8. EMERGENCY AND FIRE: Please make sure all emergency exits are kept clear and unrestricted. These are marked with lighted EXIT signs. There is a fire extinguisher located in the hallway opposite the kitchen door opening. An additional extinguisher can be located at the far end of the sanctuary.

9. KITCHEN: Paper products are the responsibility of the persons using the facilities. The oven and range should be left as clean as or cleaner than it was found. **MAKE SURE THE BURNERS AND OVEN ARE TURNED OFF AFTER USE. All utensils, kitchen supplies used are to be washed and put away by user.**

10. HEATING: THERMOSTATS SHOULD TO BE TURNED DOWN TO 50 UPON EXIT. There are three: one on the wall above the countertop in the large meeting room, one in the hallway near the Women's restroom, one at the rear of the sanctuary.

Heat pumps in the annex may be used as necessary. The single control will operate either one or both heat pumps. It is located next to the thermostat and the directions for its use are next to it. **Please make sure to turn them off before you leave.**

11. CLOSE ALL WINDOWS AND DOORS AND MAKE SURE ANNEX DOOR IS LOCKED WHEN YOU LEAVE. ALSO, CHECK THE RESTROOMS AND MAKE SURE THAT THE WATER IS TURNED OFF.

12. NO SMOKING IS ALLOWED ON CHURCH PROPERTY.

13. NO ALCOHOL IS PERMITTED ON CHURCH PROPERTY.

14. HOURS: All activities must be completed by no later than 11:00 pm.

15. PARKING: Parking is available on the north lawn of the church except when unplowed during the winter months and including "Mud Season". Please respect our neighbors. During Town office hours only the north half of the parking lot in front of the Annex is available.

Approved: 8-2023 Revised: 8-2023

CCH Annex & Sanctuary Rental Fees *

4910 Main Road – Huntington VT – 05462 | www.communitychurchofhuntington.org

Weddings

<u>Cost Breakdown</u>	<u>Cost for Church Members</u>	<u>Cost for Non-Members</u>	<u>Suggested Donation</u>
Pastor	Negotiable	Negotiable	\$300
Accompanist	Negotiable	Negotiable	\$200
Sanctuary Use	\$25 per use	\$125 per use	
Annex Use	\$25 per use	\$125 per use	
Cleaning Fee	\$40	Included	

Funerals

<u>Cost Breakdown</u>	<u>Cost for Church Members</u>	<u>Cost for Non-Members</u>	<u>Suggested Donation</u>
Pastor	Negotiable	Negotiable	\$300
Accompanist	Negotiable	Negotiable	\$200
Sanctuary Use	No charge	\$125 per use	
Annex Use	No charge	\$125 per use	
	<i>Paid by Communion</i>		
Reception	Fund	\$250	
Cleaning Fee	No charge	Included	

Private Events *(parties, celebrations, showers, reunions, multi-day events/classes, etc...)*

<u>Cost Breakdown</u>	<u>Cost for Church Members</u>	<u>Cost for Non-Members</u>
Annex Use	\$50 per use	\$125 per use
Multi-day Use	\$30 per day	\$90 per day
Cleaning	Included	Included

Not-for-Profit Usage

<u>Cost Breakdown</u>	<u>Senior Center & Others</u>	<u>Municipal Events</u>
Annex Use	\$10 per hour	No charge

Notes:

The above fees may be reduced or waived at the discretion of the Board of Directors.

Pastor Fred Little email: pastorfredlittle@gmail.com Phone: 802-777-8840

Please contact the Pastor to request his services. The Pastor can recommend the accompanist if required.

For questions, reservations, and details regarding renter responsibilities (e.g.: set-up, trash, recycling, clean-up etc.), please contact **Kathy Sargeant** — email: SargeantKathy@gmail.com | Phone: 802-770-0349

CCH Annex & Sanctuary Rental Reservation & Pricing Worksheet

Contact Person's Name		
Organizational Name <i>(if applicable)</i>		
Address		
Town / State / Zip		
Contact Email		
Contact Phone		
Status <i>(circle one)</i>	CCH Member Non-Member Non-Profit Org. Town Board/Comm.	
Beginning Day/Time Requested		
Ending Day/Time Requested		
<i><u>Please complete the following based on the CCH Annex & Sanctuary Rental Fee schedule:</u></i>		
Sanctuary use <i>(Multi-day use = fee x number of days)</i>	\$	
Annex use fee <i>(Multi-day use = fee x number of days)</i>	\$	
Cleaning fee	\$	
Reception charge	\$	
Pastor donation	\$	
Accompanist donation	\$	
TOTAL	\$	

Return this form and payment to:
 Community Church of Huntington
 PO Box 24
 Huntington, VT 05462

Note: Fees may be reduced or waived at the discretion of the CCH Board of Directors

Revised 8-2023 Approved: 8-2023